

## **RABKIN PRIVACY POLICY**

At Rabkin & Associates, Inc. (Rabkin), we respect our customers and understand that you are concerned about privacy. The purpose of this privacy policy is to let you know what kind of information we collect, how we use it, with whom it may be shared, what choices you have regarding our use of your information, and how you may review and change some of the data you provide to us. Our practices comply with all applicable international laws and requirements.

We are located in the United States and abroad. Our application Montessori Record Xpress (MRX or App) is accessible worldwide. By using our App, you agree to the transfer of your personal information to or within the United States and abroad.

### **EFFECTIVE DATE**

The effective date of this policy is the date you purchase the MRX.

### **WHAT INFORMATION DO WE COLLECT AND HOW DO WE USE IT?**

#### **Personal Information**

We may collect various types of personal information from you, depending upon how you use our application. The categories of personal information we collect may include:

- (1) Your first and last name;
- (2) A home or other physical address, including street name and name of a city or town;
- (3) Your e-mail address;
- (4) Your telephone number;
- (5) The names and ages of enrolled minors as well as parents, guardians and/or emergency contacts;
- (6) A home or other physical address, including street name and name of a city or town of enrolled minors and their parents, guardians and/or emergency contacts;
- (7) Birthdates, attendance records and academic information of enrolled minors;
- (8) Class/school directories, and
- (9) Videos and photos of enrolled minors.

We may combine the information we collect from you with information we receive from you offline.

We may use the information we collect from and about you for any of the following purposes:

- (1) to fulfill your requests for products and services;
- (2) to contact you with information and promotional materials and offers from our company;
- (3) to contact you;
- (4) to review site usage and operations;
- (5) to address problems with the site, our business or our products and services, and
- (6) to protect the security or integrity of the site and our business.

## **Non-Personal Information**

We, or third-party service providers acting on our behalf, may use cookies or web beacons on our site. A cookie is a small text file that may be stored on the hard drive of your computer when you access the site. A web beacon is an electronic image used to recognize a cookie on your computer when you view a web page. We may use cookies and web beacons to collect non-personal information from you, including your IP address, browser type, the time and length of your visit, the pages of the site you visit and other clickstream data. This information may be used in order to:

- (1) remember the products in your shopping cart;
- (2) recognize you when you return to the site;
- (3) improve and personalize your experience on our site, and
- (4) monitor site usage and analyze the behavior of site visitors.

We do not collect any personal information through our use of cookies and web beacons, and we do not combine the non-personal information we collect through them with any of your personal information.

You may decline cookies, but by doing so, you may not be able to use certain features on our site. You also may be able to make some web beacons unusable by rejecting cookies. Check the "Help" menu of your browser to learn how to change your cookie preferences.

## **PURPOSE OF YOUR DATA**

The MRX system is designed to facilitate Montessori educators so that teachers and administrators can focus on inspiring students. For parents, MRX allows parents to view school or student information from any Internet-connected computer. This creates an involvement between school and family like never before. The data sought is to accomplish these goals.

## **DO WE SHARE YOUR INFORMATION?**

We may transfer or otherwise disclose information collected from and about you to the following entities for the following purposes:

- (1) to our service providers, suppliers and business associates, if the disclosure will enable them to fulfill your request for products or services from us for another vendor on our site;
- (2) to our service providers and business associates, if the disclosure will enable them to perform a business, professional or technical support function for us;
- (3) to other companies, credit bureaus or government agencies in connection with issues related to fraud, credit or debt collection;
- (4) as necessary if we believe that there has been a violation of our [Terms of Use](#), of the law, or of our rights or the rights of any third party;

(5) to respond to judicial process and provide information to law enforcement agencies or in connection with an investigation on matters related to public safety, as permitted by law, or otherwise as required by law; and

(6) if our company or substantially all of its assets are acquired, your personal information may be one of the transferred assets.

## **CAN I CHANGE MY INFORMATION?**

You may change or update your personal information by sending an email to: [support@MontessoriRecordsXpress.com](mailto:support@MontessoriRecordsXpress.com). Please include "Change My Information" in the subject line. This function allows you to delete information as well.

## **CANCELLATION**

You may cancel your App service at any time.

## **SECURITY**

We have implemented measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration and disclosure. All information you provide to us is stored on our secure servers behind firewalls. Any payment transactions will be encrypted using SSL technology.

The safety and security of your information also depends on you. Where we have given you or where you have chosen a password for access to certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share your password with anyone. We urge you to be careful about giving out information in public areas of the website. The information you share in public areas may be viewed by any user of the website.

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our website. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the website.

## **THIRD-PARTY WEBSITES**

The site may contain links to third-party websites, which may have privacy policies that differ from our own. We are not responsible for the activities and practices that take place on these sites. Accordingly, we recommend that you review the privacy policy posted on any site that you may access through our site.

## **CHANGES TO OUR PRIVACY POLICY**

It is our policy to post any changes we make to our privacy policy on this page. If we make material changes to how we treat our users' personal information, we will notify you by e-mail to

the primary e-mail address specified in your account, if any. The date the privacy policy was last revised is identified at the bottom of this page. You are responsible for ensuring we have an up-to-date, active and deliverable e-mail address for you, and for periodically visiting our website and this privacy policy to check for any changes.

## **CONTACT US**

To ask questions or comment about this privacy policy and our privacy practices, contact us at [sales@MontessoriRecordsXpress.com](mailto:sales@MontessoriRecordsXpress.com).

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